

**UNITED STATES DISTRICT AND BANKRUPTCY COURTS  
DISTRICT OF IDAHO**



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**NOTICE OF VACANCY**

*The combined United States District and Bankruptcy Courts for the District of Idaho is accepting applications for the position of **Human Resources Technician**. There are four offices within the District of Idaho: Boise (headquarters office), Coeur d'Alene, Moscow, and Pocatello. Assignment of the position is at the Boise headquarters office.*

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<b>Announcement Number:</b>	<b>09-04</b>
<b>Position Title:</b>	<b>Human Resources Technician</b> <b>Part-Time Temporary Position (PTT)</b> Excepted Service. 20 hours per week. Term is until September 30, 2009
<b>Location:</b>	<b>Boise, Idaho</b>
<b>Classification Level:</b>	<b>Court Personnel System, CL 24</b>
<b>Starting Salary:</b>	<b>\$33,770* plus, depending on experience (Table 01: RUS)</b> <b>* All salaries listed above are annual. This position is a part time 50% position and the salary will be 50% of amount listed.</b>
<b>Closing Date:</b>	<b>5pm MST on Friday, May 8, 2009</b>

Note: The Court reserves the right to cancel and/or modify this position announcement, as needed.

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**POSITION OVERVIEW:**

The combined United States District and Bankruptcy Courts for the District of Idaho invites applications for the position of Human Resources Technician to provide a full range of human Resources services to the Court. This position supports the Clerk's office, Judges Chambers and the Probation & Pretrial Services Office. This position reports to the Human Resources Director. This position requires the incumbent be a

self-directed, highly organized professional, with the ability to balance the demands of a diverse and busy workload. The incumbent must be mature, responsible and tactful; demonstrate initiative and the ability to exercise good judgment; be able to work harmoniously with a variety of staff at all levels of the organization; possess excellent oral and written communication skills; understand the importance of the confidentiality issues inherent in the job; and maintain a professional demeanor and appearance at all times.

### **REPRESENTATIVE DUTIES:**

This position is based on the CL-24 Benchmark for Human Resources Technician.

- Assist with processing a variety of human Resources and payroll actions such as appointments, promotions, separations, terminations, within grade increases, and changes to benefit elections.
- Maintain automated personnel record system. Process workers compensation claim forms. Gather data for required reports, such as telework, fair employment practices, early out authority and workers compensation.
- Assist with recruitment efforts, such as preparing and distributing announcements, coordinating interviews, and conducting reference checks.
- Assist in administering background and investigation checks, employment tests, and issuing credentials and identification cards.
- Maintain and monitor human Resources records, including payroll and leave records using the Human Resources Management Information System (HRMIS), adhering to national and court guidelines. Track and enter time sensitive data, such as employees' dates of promotion, performance evaluations, and step increases.
- Maintain leave and timekeeping records.
- Assist with benefits program coordination including maintaining and distributing benefits materials, processing forms, and addressing routine benefits questions and resolving benefits issues. Assist with employee recognition programs.
- Coordinate human resources-related events. Communicate human resources policy information.
- Assist with intern/extern program.

### **MINIMUM/REQUIRED QUALIFICATIONS:**

- At least one (1) year specialized experience, which is defined overall as progressively responsible experience in at least one, but preferably two or more functional areas of human resources management and administration (classification, staffing, training, employee relations, compensation & benefits, etc.) that provided knowledge of the rules, regulations, terminology, etc., of this area of expertise.
- Skill in the use of automated human resources systems, word processing and spreadsheet programs
- Excellent interpersonal and communication skills
- Strong organization skills
- Demonstrated integrity and ability to handle HR issues in a confidential manner
- Ability to work well under pressure and meet deadlines
- Flexibility in adapting and embracing workplace changes

### **DESIRABLE QUALIFICATIONS:**

- Bachelor's degree in human Resources management or administration, business management, or a related field is strongly preferred.

**BENEFITS:**

This position does not include benefits except paid leave and paid holidays.

**APPLICATION PROCESS:**

Qualified applicants should submit a **letter of interest, current resume and AO-78 application** by **Friday, May 8, 2009 at 5pm to:**

**Julie Glass, Human Resources Director  
United States Courts, District of Idaho  
550 West Fort St.  
Boise, ID 83724**

**NO FAXES or EMAILS PLEASE**

**All documents must be RECEIVED by closing date and time.**

**\*Application forms (AO-78) are available on our website in fillable format at [www.id.uscourts.gov](http://www.id.uscourts.gov), or at any of our office locations. Please print or type all information. If your application does not provide all information requested, or if your applicant packet is not complete or late, you may lose consideration for this position.**

**Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.**

**As a condition of employment, all new employees are subject to a background check or investigation which includes an FBI fingerprint check. Retention depends upon a favorable suitability determination. The Federal Financial Management Reform Act requires direct deposit of federal wages.**

**The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees.**

**Due to the expected high volume of applicants for this position, the U.S. Courts for the District of Idaho will only make contact with those qualified applicants who will be invited for an interview.**

**THE UNITED STATES COURTS FOR THE DISTRICT OF IDAHO  
IS AN EQUAL OPPORTUNITY EMPLOYER**